

ORDER FOR SUPPLIES OR SERVICES

PAGE OF PAGES

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9

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

| | | | | | |
|--|--|---|----------------------|---|----------------------|
| 1. DATE OF ORDER 06/21/2013 | | 2. CONTRACT NO. (If any) EP-W-11-017 | | 6. SHIP TO: a. NAME OF CONSIGNEE Asher Weinberg, TOCOR | |
| 3. ORDER NO. 0003 | | 4. REQUISITION/REFERENCE NO. PR-OEI-13-00382 | | | |
| 5. ISSUING OFFICE (Address correspondence to) HPOD US Environmental Protection Agency Headquarters Procurement Operations Ariel Rios Building 1200 Pennsylvania Avenue, NW Washington DC 20460 | | | | b. STREET ADDRESS 1200 Pennsylvania Avenue, N. W. MC 2823T Email: weinberg.asher@epa.gov Phone: 202-566-1086 | |
| | | | | c. CITY Washington | e. ZIP CODE 20460 |
| 7. TO: NA | | | | f. SHIP VIA | |
| a. NAME OF CONTRACTOR ICF INCORPORATED, L.L.C. | | | | 8. TYPE OF ORDER | |
| b. COMPANY NAME | | | | <input type="checkbox"/> a. PURCHASE <input checked="" type="checkbox"/> b. DELIVERY REFERENCE YOUR: _____ Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if any, including delivery as indicated. | |
| c. STREET ADDRESS 9300 Lee Highway | | | | Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract. | |
| d. CITY Fairfax | | e. STATE VA | f. ZIP CODE 22031 | | |
| 9. ACCOUNTING AND APPROPRIATION DATA See Schedule | | | | 10. REQUISITIONING OFFICE Reconstruct Originating Office | |

| | | | | | |
|--|--|------------------------------|--|---|--|
| 11. BUSINESS CLASSIFICATION (Check appropriate box(es)) <input type="checkbox"/> a. SMALL <input type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> c. DISADVANTAGED <input type="checkbox"/> d. WOMEN-OWNED <input type="checkbox"/> e. HUBZone <input type="checkbox"/> f. SERVICE-DISABLED VETERAN-OWNED <input type="checkbox"/> g. WOMEN-OWNED SMALL BUSINESS (WOSB) ELIGIBLE UNDER THE WOSB PROGRAM <input type="checkbox"/> h. EDWOSB | | | | 12. F.O.B. POINT Destination | |
| 13. PLACE OF a. INSPECTION Destination | | b. ACCEPTANCE Destination | | 14. GOVERNMENT B/L NO. | |
| | | | | 15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date) | |
| 16. DISCOUNT TERMS | | | | | |

17. SCHEDULE (See reverse for Rejections)

| ITEM NO. (a) | SUPPLIES OR SERVICES (b) | QUANTITY ORDERED (c) | UNIT (d) | UNIT PRICE (e) | AMOUNT (f) | QUANTITY ACCEPTED (g) |
|-----------------|--|-------------------------|-------------|-------------------|---------------|--------------------------|
| | DUNS Number: (b)(4) TOPO: Asher Weinberg Max Expire Date: 01/31/2016 Continued ... | | | | | |

| | | | | | | | |
|-------------------------------------|--|--|---------------------------|----------------|----------------------|--|---------------------------|
| SEE BILLING INSTRUCTIONS ON REVERSE | 18. SHIPPING POINT | | 19. GROSS SHIPPING WEIGHT | | 20. INVOICE NO. | | 17(h) TOTAL (Cont. pages) |
| | 21. MAIL INVOICE TO: | | | | | | |
| | a. NAME RTP Finance Center | | | | | | \$377,542.00 |
| | b. STREET ADDRESS (or P.O. Box) US Environmental Protection Agency RTP-Finance Center Mail Drop D143-02 109 TW Alexander Drive | | | | | | \$377,542.00 |
| c. CITY Durham | | | | d. STATE NC | e. ZIP CODE 27711 | | 17(i) GRAND TOTAL |

22. UNITED STATES OF AMERICA BY (Signature)

23. NAME (Typed)
Bradley Austin
TITLE: CONTRACTING/ORDERING OFFICER

ORDER FOR SUPPLIES OR SERVICES
SCHEDULE - CONTINUATION

PAGE NO

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IMPORTANT: Mark all packages and papers with contract and/or order numbers.

| | | |
|-----------------------------|-----------------------------|-------------------|
| DATE OF ORDER 06/21/2013 | CONTRACT NO. EP-W-11-017 | ORDER NO. 0003 |
|-----------------------------|-----------------------------|-------------------|

| ITEM NO. (a) | SUPPLIES/SERVICES (b) | QUANTITY ORDERED (c) | UNIT (d) | UNIT PRICE (e) | AMOUNT (f) | QUANTITY ACCEPTED (g) |
|-----------------|---|----------------------------|-------------|----------------------|---------------|-----------------------------|
| 0001 | <p>Admin Office: HPOD US Environmental Protection Agency Headquarters Procurement Operations Ariel Rios Building 1200 Pennsylvania Avenue, NW Washington DC 20460 Period of Performance: 06/24/2013 to 01/31/2016</p> <p>Base Period: CPIC, eCPIC and Financial Analysis Support for the Central Data Exchange (CDX) Program Award Type: Cost-plus-fixed-fee Total Estimated Cost: (b)(4) Fixed Fee: (b)(4) Term Form</p> <p>Accounting Info: 13-14-B-H3B-ZZZHF1-2511-LCBD0000-H3B51 10-13H3CBE036-001 BFY: 13 EFY: 14 Fund: B Budget Org: H3B Program (PRC): ZZZHF1 Budget (BOC): 2511 Job #: LCBD0000 Cost: H3B5110 DCN - Line ID: 13H3CBE036-001 Funding Flag: Partial Funded: \$40,000.00</p> <p>Accounting Info: 13--T-H3B-ZZZHF1-2511-LCBD0000-H3B5110 -13H3CBE036-002 BFY: 13 Fund: T Budget Org: H3B Program (PRC): ZZZHF1 Budget (BOC): 2511 Job #: LCBD0000 Cost: H3B5110 DCN - Line ID: 13H3CBE036-002 Funding Flag: Partial Funded: \$10,000.00 Period of Performance: 06/24/2013 to 06/30/2014</p> | | | | 130,025.00 | |
| 0002 | <p>Option Period 1: CPIC, eCPIC and Financial Analysis Support for the Central Data Exchange (CDX) Program Award Type: Cost-plus-fixed-fee Total Estimated Cost: (b)(4) Fixed Fee: (b)(4) Term Form Continued ...</p> | | | | 129,015.00 | |

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$259,040.00

ORDER FOR SUPPLIES OR SERVICES
SCHEDULE - CONTINUATION

PAGE NO
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IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER
06/21/2013

CONTRACT NO.
EP-W-11-017

ORDER NO.
0003

| ITEM NO. (a) | SUPPLIES/SERVICES (b) | QUANTITY ORDERED (c) | UNIT (d) | UNIT PRICE (e) | AMOUNT (f) | QUANTITY ACCEPTED (g) |
|-----------------|---|----------------------------|-------------|----------------------|---------------|-----------------------------|
| 0003 | (Option Line Item) Period of Performance: 07/01/2014 to 06/30/2015 Option Period 2: CPIC, eCPIC and Financial Analysis Support for the Central Data Exchange (CDX) Program Award Type: Cost-plus-fixed-fee Total Estimated Cost: (b)(4) Fixed Fee: (b)(4) Term Form (Option Line Item) Period of Performance: 07/01/2015 to 01/31/2016 The obligated amount of award: \$50,000.00. The total for this award is shown in box 17(i). | | | | 118,502.00 | |

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$118,502.00

Base Period

| <u>Ceiling</u> | <u>Prior</u> | <u>This Mod</u> | <u>New</u> |
|---------------------|--------------|-----------------|---------------|
| Estimated Cost | \$0.00 | (b)(4) | |
| Fixed Fee | \$0.00 | | |
| Cost Plus Fixed Fee | \$0.00 | \$ 130,025.00 | \$ 130,025.00 |

| <u>Funded</u> | <u>Prior</u> | <u>This Mod</u> | <u>New</u> |
|---------------------|--------------|-----------------|--------------|
| Estimated Cost | \$0.00 | (b)(4) | |
| Fixed Fee | \$0.00 | | |
| Cost Plus Fixed Fee | \$0.00 | \$ 50,000.00 | \$ 50,000.00 |

Base Period

(a) Pursuant to the Limitation of funds clause, incremental funding in the amount of (b)(4) is allotted to cover estimated cost. Funds in the amount of (b)(4) are provided to cover the corresponding increment of fee.

(b) The provisions of the clause entitled "Limitation of Funds" shall become inapplicable at such time as an amount equal to the sum of the estimated cost and fees, set forth elsewhere in this task order, is allotted to this contract and the clause entitled "Limitation of Cost" shall then be applicable to this order."

(c) Pursuant to the clause in this contract entitled "Limitation of Funds," funds have been allotted for the payment of allowable costs and fees estimated to be incurred for the task order. The Contractor shall notify the Contracting Officer in writing whenever it has reason to believe that the costs it expects to incur under this task order in the next 60 days, when added to all costs previously incurred, will exceed 75 percent of the total amount so far allotted to the task order by the Government. The notice shall state the estimated amount of additional funds required to continue performance for the period specified in the Schedule.

(d) The Contractor shall perform in accordance with the Statement of Work and its Task Order proposal.

Clauses for Task Order

All applicable terms and conditions of the contract EP-W-11-017 remain in full effect.

Section 1552.237-72: Key personnel

As prescribed in 1537.110, insert the following contract clause when it is necessary for contract performance to identify Contractor key personnel.

Key Personnel (APR 1984)

(a) The Contractor shall assign to this contract the following key personnel:

TASK ORDER PROJECT MANAGER AND
LEAD CPIC ANALYST

(b)(4)

(b) During the first ninety (90) days of performance, the Contractor shall make no substitutions of key personnel unless the substitution is necessitated by illness, death, or termination of employment. The Contractor shall notify the Contracting Officer within 15 calendar days after the occurrence of any of these events and provide the information required by paragraph (c) of this clause. After the initial 90-day period, the Contractor shall submit the information required by paragraph (c) to the Contracting Officer at least 15 days prior to making any permanent substitutions.

(c) The Contractor shall provide a detailed explanation of the circumstances necessitating the proposed substitutions, complete resumes for the proposed substitutes, and any additional information requested by the Contracting Officer. Proposed substitutes should have comparable qualifications to those of the persons being replaced. The Contracting Officer will notify the Contractor within 15 calendar days after receipt of all required information of the decision on substitutions. This clause will be modified to reflect any approved changes of key personnel.

US EPA, OEI, Office of Information Collection

CPIC, eCPIC and Performance Management Support for the CDX Program

1.0 STATEMENT OF OBJECTIVES

1.1 Overview

The United States Environmental Protection Agency (EPA) is charged with protecting human health and the environment. The Office of Environmental Information (OEI), headed by the Chief Information Officer (CIO), manages the life cycle of information to support Agency goals. The Office of Information Collection (OIC) is the focal point for information collection and the development and implementation of an innovative collection policies and approaches for the Agency. OIC sets goals and develops processes to ensure environmental data and information collection activities are designed up front to generate data that meet established quality requirements.

The divisions and branches within OIC provide a variety of information technology (IT) services. The Information Exchange Technology Branch (IETB) manages the CDX Program for EPA, and serves as EPA's center of excellence for electronic reporting and exchange of environmental data through CDX. IETB provides data exchange options to EPA Programs, States, Tribes, and Industry to meet their business needs through CDX; creates CDX solutions and implements a Service Oriented Architecture that is in alignment with the Agency's architecture; maintains support services to internal and external customers that are comparable to the best in the business; and assists EPA Programs with federal technical and policy requirements compliance.

1.2 Objectives

This section states the performance-based objectives relating to this specific task.

- 1) To provide IETB and the CDX Program with CPIC and eCPIC support and expertise necessary for compliance with EPA CPIC and OMB reporting requirements. This includes regularly scheduled items required for submission, as well as ongoing assistance and advisory support in managing CDX's CPIC investment portfolio. The Contractor will leverage specific CPIC expertise in order to fully utilize the eCPIC tool for optimal financial management of the CDX investment portfolio.
- 2) To provide financial analysis support in an effort to increase CDX program effectiveness and efficiency, and reduce overall cost. Recognizing that CPIC/eCPIC represents a component of the overall financial management of the CDX investment, the Contractor shall perform a full range of complimentary and related financial management advisory and analysis services.

1.3 Requirements

This section defines the requirements of this task order, including tasks (or subtasks) to be performed and deliverables or services to be provided to meet the task order's Objectives.

Task # 1 – CPIC and eCPIC Support

The Contractor shall provide investment planning and management advice and assistance to the IETB in order to meet OMB and EPA CPIC Program deadlines and milestones. The Contractor shall have a high level of CPIC subject matter expertise to provide insight and interpretation of Federal and EPA CPIC requirements. The Contractor shall be familiar with the OMB CPIC process, techniques and governing laws; and best practices for portfolio management. The Contractor shall have the ability to analyze all aspects of an investment including financial, technical, and programmatic; and review and score pre-submissions for all required eCPIC documents (including OMB exhibits 53 and 300, for example). The Contractor shall have the ability to provide direct support for all aspects of compliance with eCPIC, and to successfully meet directives from OMB, the OEI CPIC Team, the OEI SAISO, and OEI management. The Contractor shall provide recommendations and advice for developing comprehensive Exhibit 300 business case(s) and supporting documentation that effectively communicate how the investments business needs are addressed.

The Contractor shall assist in collecting, analyzing, and documenting CPIC activities for the IETB including alternatives and operational analyses, high risk reporting, integrated baseline reviews and evidence-based reviews.

The Contractor shall be well versed in using the eCPIC system including functions and back-end databases. The Contractor shall be familiar with using XML to retrieve data from eCPIC, and they shall have the ability to create new reports from eCPIC data. The Contractor shall have the ability develop and present training on eCPIC functionality. The Contractor shall be responsible for entering/modifying materials in the eCPIC system. The Contractor shall assist in preparing monthly updates pertaining to cost, schedule and/or evaluation for the OMB IT Investment. The Contractor shall provide recommendations and advice for developing a comprehensive Exhibit 300 business case and supporting documentation that effectively communicates how CDX addresses its business needs.

Task # 2 – Financial Analysis Support

In addition to CPIC/eCPIC support, the Contractor shall provide financial analysis support for the CDX investment. The Contractor shall have a high level of expertise in communicating budget allocation methodologies, accounting principles, and other financial concepts to IETB personnel in support of their continuing enhancement of OIC's financial management of the CDX investment.

The Contractor shall perform routine and ad hoc financial reporting and analysis for the IETB in response to financial management, budget development, and operational management requirements. The Contractor's financial management and analysis support of the CDX investment portfolio will include:

- Cost/Benefit analyses
- Return on Investment, Business Development
 - Strategic Financial Planning and Analysis
- Investment Management
 - Market Analysis for Potential Customers
 - Analysis of current CDX financial data
 - Development of financial management tools for ad hoc requests and exercises
 - Activity based costing with costs associated to each service and activity for project forecasting and cost independent government cost estimating
 - Scenario-based cost analysis and impact analysis
 - Earned Value Management
 - Cost and Schedule Health Analyses
 - Contractor performance monitoring
 - Financial Trend Analysis, Historical expenses and trend analyses
- Reporting and advisory services

1.4 Other Information

This section provides additional information on the requirements for this task order.

1.4.1 On-site Contractor Support

☐ Yes ☒ No. The task order requires on-site contractor support.

If yes, please describe the specific support to be provided on site. Note: All IBC vendors understand the requirement to attend on-site meetings.

1.4.2 Government Furnished Space or Property (GFP)

☐ Yes ☒ No. The task order involves the provision of government space.

1.4.3 Additional Progress or Financial Reporting

☐ Yes ☒ No. The task order requires additional progress or

financial reporting.

Note: The ITS-BISS contract requires that contractors provide a monthly progress report to the TOPO. Monthly reports describe progress on TO activities and funds spent. The CO can provide more information about content and format of the monthly contractor progress report if necessary.